

<p style="text-align: center;"><b>ARIZONA</b> Department of Emergency and Military Affairs</p> <p style="text-align: center;"><b>POLICY LETTER</b></p>	<p><b>POLICY LETTER NO. 50.05</b></p>	
	<p><b>DATE 1 JUN 02</b></p>	<p><b>OPR DEMA/JP-R</b></p>
<p><b>SUBJECT:</b> Registration, Titling and Licensing of DEMA-owned Vehicles and Trailers</p>	<p><b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b></p>	
<p>1. All vehicles, trailers and utility vehicles owned by the Department of Emergency and Military Affairs (DEMA) must be registered, titled and properly licensed through the Arizona Department of Transportation, Motor Vehicle Division (MVD). The only exception to this policy is farm/garden equipment.</p> <p>2. Once a vehicle is procured by DEMA, the following steps are to be taken within ten working days after receipt of a title or original birth certificate of the vehicle to ensure proper registration, titling and licensing:</p> <ul style="list-style-type: none"> <li>a. The original Certificate of Origin for a Vehicle, Manufacturers Statement of Origin of Title and a copy of the purchase order must be forwarded to DEMA/JP-R, ATTN: State Property Manager</li> <li>b. The State Property Manager will take the title information to MVD to obtain an original title transferred into DEMA's name. Camp Navajo will process their own title transfers through the Coconino County MVD Office.</li> <li>c. The State Property Manager will forward the registration document and a copy of the title to the account holder of the vehicle.</li> <li>d. All original titles will be maintained in the State Property Manager's office. Camp Navajo, Property Division, will be allowed to maintain the original titles of their vehicles in their office. However, a copy of the registration and title must be sent to the State Property Manager ATTN: DEMA/JP-R.</li> <li>e. At the time of registration of the vehicle and transfer of the title, Arizona State Government plates will be issued by the MVD. Camp Navajo will forward a copy of the license plate along with the registration and title copies. JCNTF will coordinate with the State Property Manager regarding the type of plate obtained for their vehicles.</li> <li>f. The transaction fee for title transfer and registration is \$4.00 per title. Payment of this fee is the responsibility of the account holder of the vehicle.</li> </ul> <p>3. All DEMA-owned vehicles, of any type, are covered under the Risk Management insurance policy provided by the Arizona Department of Administration (ADOA). ADOA requires an annual count of all vehicles, by type, so that they can properly charge DEMA for insurance coverage.</p> <p>4. All questions regarding the proper registration of DEMA-owned vehicles should be referred to the DEMA State Property Manager (DEMA/JP-R) at (602) 267-2328.</p>		
<p style="text-align: center;">DAVID P. RATACZAK Major General, AZ ARNG The Adjutant General</p>		